

**FAIRFAX COUNTY CIRCUIT COURT
GUIDELINES FOR COURT INTERPRETERS
FOR CIVIL CASES**

The Virginia General Assembly appropriated \$146,000 over two years, \$73,000 per year to the Fairfax Courts for a pilot project to pay for interpreters in civil cases. The State has only paid for interpreters in criminal cases up to now.

The pay rate for each court is the same but each court has specific procedures for handling paperwork and scheduling the interpreters. These Guidelines are established by the Fairfax County Circuit Court. The interpreter program is monitored by the Judicial Support Manager or, in his/her absence, the Courtroom Services Manager in the Clerk's Office.

Court interpreters desiring to provide services in the Fairfax County Circuit Court Civil cases must abide by these guidelines and sign the attached acknowledgment.

GUIDELINES:

I. Payment Schedule:

- A. The Court allows a two hour minimum billing per day for services provided in civil cases at the rate of \$40 per hour, \$25 for each subsequent hour, with a maximum of \$250 for a full day. Interpreters can only charge one two hour minimum between the three Fairfax Courts.
- B. All payments will be based on the daily "Sign-In/Sign-Out" sheet and submission of a signed "Civil Certificate of Interpretation" at the conclusion of services each day. Forms submitted by an interpreter who was not appointed by the Circuit Court will not be paid.

II. Availability:

- A. Interpreters providing services in Circuit Court must sign in when they arrive or return from lunch and sign out when they go to lunch or leave for the day. A "Sign-In/Sign-Out" sheet will be available in the Criminal Division on the 4th floor. Also, the approved "Civil Certificate of Interpretation" must be provided to the Criminal Division at the conclusion of the scheduled day.
- B. Interpreters are to be available to interpret during the entire period for which they are billing the court, even after the completion of their original case(s) if they are still within the minimum two hour billing period. Payments will be based on the "Sign-In/Sign-Out" times recorded in the log. All "Civil Certificates of Interpretation" will be compared to the "Sign-In/Sign-Out" log.
- C. Interpreters scheduled by the Docket Clerk may charge only for services provided during the period they were scheduled for Circuit Court. He/she may not charge the court for traveling time or expenses.

III. Scheduling:

- A. The Docket Clerk will contact interpreters to schedule them for a court appearance. Interpreters are not to accept requests for interpretation from attorneys unless the attorney has made arrangements to retain the interpreter. Once an interpreter agrees to accept an assignment, he/she must appear on the scheduled court date.
- B. In Circuit Court, once an interpreter is assigned to a case, it remains with that interpreter until the case is finished, this includes all hearings where an interpreter is needed. If you were hired to interpret for a witness, check with counsel to see if you will be needed again.
- C. If an interpreter must cancel an assignment, he/she must give sufficient notice to the Docket Clerk, who will then locate a replacement. In case of an emergency on the scheduled court date, the interpreter must contact the Docket Clerk or the Courtroom Services Manager immediately. Cancellations by the interpreters will be noted and addressed. Interpreters services will be terminated if:
 - an interpreter cancels more than three times per year;
 - an interpreter substitutes his/her services with another interpreter without the approval of the Docket Clerk or the Courtroom Services Manager; or
 - an interpreter has violated the *Code of Professional Responsibility for Interpreters in the Judiciary*.
- D. Interpreters are to call the Docket Clerk at least one day prior to the scheduled court date to confirm his / her assignment to determine if the case is still pending. Failure to confirm the assignment may result in non-payment.

IV. Billing Procedures:

- A. Interpreters will use the Circuit/District Court form entitled, “Civil Certificate of Interpretation”. Blank forms are available in the Criminal Division on the 4th floor.
- B. It is the responsibility of each interpreter to submit daily to the Criminal Division, a separate “Civil Certificate of Interpretation” form for each case.
- C. Interpreters must provide the style of the case and the case number in addition to this they must also indicate if interpretation services were provided for the defendant, plaintiff, and/or witnesses associated with the case. If an interpreter is scheduled to interpret for only one case, the case information should be recorded on the front of the form, with a signature of the judge hearing the case or the signature of the clerk in the courtroom.
- D. All entries on the “Civil Certificate of Interpretation” must be **printed legibly and accurately**. Insure the case number is accurate and that the judge or the clerk has signed the form.
- E. The interpreter must sign the “Civil Certificate of Interpretation” form to indicate that he/she provided the service to the court on the specified case(s).

ACKNOWLEDGMENT

I hereby agree to abide by all guidelines set forth in the “*Fairfax County Circuit Court Guidelines for Court Interpreters for Civil Cases*” and the “*Code of Professional Responsibility for Interpreters in the Judiciary*” and understand that failure to do so will result in termination of my services to the Fairfax County Circuit Court.

Language

Full Name (Print)

Signature

Date

Witness (Print)

Signature

Date